

18.125 MILITARY COURTESY

A. Procedure:

1. Rendering the Hand Salute:

- a. Hand salutes will be exchanged between supervisors and police officers, when in uniform, upon every occasion of their meeting; upon being addressed by a superior officer and when the conversation is terminated, with the following exceptions:
 - 1) While in military formation; the O.I.C. will call "Attention" and salute.
 - 2) When such action interferes with the performance of some particular police duty.
 - 3) When both hands are full.
 - 4) While operating a motor vehicle; unless stopped.
 - 5) While riding a public conveyance.
 - 6) Generally, a hand salute will not be rendered indoors.
- b. Uniform members of the Division will salute the Mayor, City Manager and the Director of Safety, upon all occasions of their meeting, consistent with the above exceptions.
- c. All hand salutes will be rendered in a military manner. It is the duty of the subordinate to offer first the prescribed salute, and of the superior to return it smartly and promptly. The hand salute will be given when the subordinate arrives within six paces of the officer to be saluted.

2. The Call to Attention:

a. When two or more subordinates are present, the first man to see an officer of the rank of captain or higher approaching, will call "Attention" and will remain at attention until the officer gives the command "At Ease" or leaves the area.

1) This applies to all places where members of the Division are assembled or gathered, in uniform, with the following exceptions:

a) When the command officer remains in the immediate vicinity.

b) When an officer of an equal or higher rank is present.

3. Other Courtesies:

a. Members of the Division upon entering the private office of a superior officer, when the officer is present, will uncover and stand at attention, whether the officer is in uniform or civilian clothes. This includes the offices of the Mayor, City Manager, and Director of Safety.

b. Members of the Division upon entering a house of Worship will remove their headgear and remain uncovered until they leave the premises.

c. Supervisory and command officers will be addressed by their correct title and name at all times.

4. Showing Respect to the National Colors:

a. The national Flag will be flown daily from police buildings.

1) The flag shall be placed at half-mast on police buildings as directed by teletype order.

- b. When the flag is passing in parade, being hoisted or lowered, all present should face it, stand at attention and salute; with right hand, or with baton "Present Arms."
 - 1) If the flag is not flown during the playing of the National Anthem, all present stand and face the music. Persons in uniform salute at the first note, holding it until the last note. Others (not in uniform) stand at attention, men removing their hats. If the flag is displayed, all present should salute.
 - 2) The Pledge of Allegiance should be recited at attention; police personnel will salute when in uniform, uncover if in civilian clothes.
 - 3) Members of the Division carrying the National Flag shall not dip them to any person, nor upon any occasion.
- c. When the flag is so worn or soiled that it is no longer suitable for display, it should be returned to the Equipment Section where it will be destroyed in a dignified manner, preferably by burning.

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